

# DMA ADMINISTRATIVE LETTER NO: 05-17, EXTENSION OF ELIGIBILITY AT RECERTIFICATION

**DATE:** October 30, 2017

**SUBJECT:** Medicaid Recertification Process

**DISTRIBUTION:** County Departments of Social Services  
Medicaid Supervisors  
Medicaid Eligibility Staff

## I. BACKGROUND

Federal regulations prohibit ending services for a Medicaid recipient unless ineligibility has been established and appropriate notice sent. Medicaid redeterminations are required to be completed and action effective by the end of the certification period.

## II. CONTENT OF CHANGE

**A. This letter serves as a reminder that, if a Medicaid recertification cannot be completed prior to the end of the certification period, eligibility must be continued, one month at a time, to allow for the required ex-parte review and expiration of appropriate notice.**

**B. To prevent loss of benefits to a recipient, the following actions are required:**

1. If the recertification is not completed, and notice effective, eligibility must be extended **no later than the next to last workday of the last month** of the certification period. This ensures the eligibility is transmitted to NC Tracks prior to the first day of the ongoing month.
2. The county should utilize the following O&M reports in NC FAST to manage the recertification process:
  - a. MAGI Pending Rectification Details
  - b. Traditional Medicaid Pending Recertification Details
3. If an extension is required, follow the [“Continued Eligibility for Medical Assistance”](#) Job Aid in NC FAST.

**C. County staff must ensure there is no lapse in coverage during the Medicaid recertification process. Staff must monitor the pending Recertification Details reports to ensure that all cases due for recertification by the end of the month are completed or extended.**

If you have any questions regarding this information, please contact the Operational Support Team at [ost.policy.questions@dhhs.nc.gov](mailto:ost.policy.questions@dhhs.nc.gov).

Dave Richard  
Deputy Secretary for Medical Assistance

(This material was written by Carolyn McClanahan, Associate Director, DMA Eligibility Services)